



CALIFORNIA STATE CONTROLLER’S OFFICE  
PROMOTIONAL EXAMINATION FOR  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
Monthly Salary Range  
\$4111-4997

NOTE: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with department personnel office before making any commitments.

6CO40

FINAL FILING DATE

**October 5, 2006** is the final filing date. Application (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE

It is anticipated that examination interviews will be held during **October/November 2006**.

WHO MAY APPLY

**Competition Limited to California State Controller’s Office employees.**  
Applicants must have a permanent civil service appointment with the State Controller's Office by the above listed final file date in order to take this examination. Under certain circumstances, former State Controller's Office employees may be allowed to compete under the provisions of Rule 235.

HOW TO APPLY

**Submit Examination Application (STD. Form 678)**

**By mail to:**  
State Controller’s Office  
HR-Examinations Unit  
P.O. Box 942850-5877  
Sacramento, CA 94250-5877  
Attn: Dave Spring

**OR**

**In person to:**  
State Controller’s Office  
HR-Examinations Unit  
300 Capitol Mall, 6<sup>th</sup> Floor  
Sacramento, CA 95814  
Attn: Dave Spring

**Please indicate specific exam title that you are applying for on the application. All applications must also include the "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.**

**DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the *final filing date*.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

**EITHER I**

One year of experience performing the duties of a Staff Services Analyst, Range C.

**OR II**

Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required non-supervisory experience.)

**Experience:** State experience applied toward the “General Experience” pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

**Education:** The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

THE POSITION

This is the full journey level. Incumbents perform the more responsible, varied and complex technical analytical staff services work and continually provide consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

EXAMINATION INFORMATION

This examination will consist of a Structured Oral Interview weighted 100%. The interview will include a number of predetermined questions plus a written exercise. In order to obtain a position on the eligibility list, a minimum rating of 70% must be obtained in the interview.

Structured Oral Interview-Weighted 100%.

- A. Knowledge of:
1. The principles of completed staff work to effectively perform the duties assigned

2. Personal computers and the software needed to effectively prepare reports, manuals, and correspondence

3. The methods and techniques used to monitor, review, audit and evaluate government program findings and recommendations to management

4. Training/communication principles and techniques to effectively disseminate information

5. Principles, practices and trends of public and business administration, management and supportive staff services to perform the duties assigned

6. Government functions and organization to effectively achieve program goals

7. Leadership principles to succeed in a variety of staff services settings
- B. Skill to:
1. Clearly communicate ideas and information to a variety of public and private entities

2. Plan, organize and prioritize workload to meet established deadlines

3. Gain and maintain the confidence and cooperation of those contacted during the course of work to promote an environment that is conducive to carrying out the mission of the program

4. Interpret and apply rules and regulations, as well as procedures and practices in accordance with guidelines to provide direction to the public, private sector and staff

5. Function as a lead to provide instruction, guidance and coordinate the work of others

6. Work with minimal supervision and independently initiate recommendations to implement and accomplish the goals and objectives of the department
- C. Ability to:
1. Complete tasks with a high degree of accuracy

2. Reason logically and creatively, gather and analyze data, and develop and evaluate alternatives utilizing a variety of analytical techniques to resolve complex governmental and managerial problems

3. Function as a subject matter expert for a program

4. Respond rapidly to changing program needs and priorities

5. Provide excellent customer service

6. Manage multiple tasks simultaneously

7. Operate in a team environment

ELIGIBILITY LIST INFORMATION

A departmental promotional eligibility list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS AND CAREER POINTS

Veteran's preference credits are not granted in promotional examinations.

GENERAL INFORMATION

*It is the candidate's responsibility* to contact the State Controller's Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a notice.

*For an examination without a written feature* it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress notice.

*If a candidate's Notice* of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

*Applications are available* at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto [www.spb.ca.gov](http://www.spb.ca.gov).

*If you meet the requirements* stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligibility list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

*The State Controller's Office* reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

*Promotional Examination Only:* Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

*General Qualifications:* Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

*Criminal Record Clearance Information:* Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

*Interview Scope:* If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

*High School Equivalence:* Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device**  
**California Relay Telephone Service for the deaf or hearing impaired**

**From TDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**

**UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.**

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